

WHAT IS CLAIMED IS:

1        1. A method of sending common information to multiple  
2 destination sources using a handheld computer, the method comprising:  
3                selecting information in a source file;  
4                storing the selected information in memory;  
5                selecting a remote destination;  
6                adding destination-specific information to the selected  
7 information; and  
8                sending the selected and destination-specific information to  
9 the remote destination.

1        2. The method of claim 1, further comprising creating a  
2 customizable file and automatically moving the selected information from  
3 the memory to the customizable file.

1        3. The method of claim 1, wherein the source file is an  
2 electronic mail message created by the user.

1        4. The method of claim 1, wherein the source file is a template  
2 and the selecting information step is performed automatically.

1        5. The method of claim 1, wherein the selected information is  
2 electronic text.

1        6. The method of claim 1, wherein the selected information is  
2 an electronic file attachment.

1        7. The method of claim 6, wherein the electronic file  
2 attachment is at least one of an audio file, a video file, a spreadsheet file,  
3 a database file, a presentation file, and a text document file.

1        8.     The method of claim 1, wherein selecting a remote  
2 destination includes entering a destination address.

1        9.     The method of claim 8, wherein selecting a destination  
2 further comprises selecting the destination in response to a user prompt,  
3 wherein the user prompt automatically appears after the source file is  
4 created.

1        10.    The method of claim 1, wherein selecting a destination  
2 comprises creating a group of destination addresses having a group name  
3 and selecting the group name.

1        11.    The method of claim 10, wherein selecting a destination  
2 further comprises selecting the destination in response to a user prompt,  
3 wherein the user prompt automatically appears after the source file is  
4 created.

1        12.    A method of customizing information contained in an  
2 electronic file using a handheld computer based on the intended recipient  
3 of the information, the method comprising:

4                selecting information in a first electronic document;  
5                automatically generating a second electronic document, the  
6     second electronic document including the information selected from the  
7     first electronic document;

8                choosing an output destination for the second electronic  
9     document;

10               adding customized information to the second electronic  
11     document; and

12               delivering the second electronic document to the output  
13     destination.

1        13. The method of claim 12, wherein at least a portion of the  
2 customized information is automatically added to the second electronic  
3 document based on the recipient.

1        14. The method of claim 12, wherein the first electronic  
2 document is an electronic mail message.

1        15. The method of claim 12, wherein the first electronic  
2 document is a template document and the selection of information is  
3 performed automatically.

1        16. The method of claim 12, wherein the first electronic  
2 document is a text document.

1        17. The method of claim 12, wherein the selected information is  
2 electronic text.

1        18. The method of claim 12, wherein the selected information is  
2 an electronic file attachment.

1        19. The method of claim 18, wherein the electronic file  
2 attachment is at least one of an audio file, a video file, a spreadsheet file,  
3 a database file, a presentation file, and a text document file.

1        20. The method of claim 12, wherein choosing an output  
2 destination includes entering a destination address.

1        21. The method of claim 20, wherein selecting an output  
2 destination further comprises selecting the output destination in response  
3 to a user prompt, wherein the user prompt automatically appears after the  
4 first electronic document is created.

1        22. The method of claim 12, wherein choosing an output  
2 destination comprises creating a group of destination addresses having a  
3 group name and selecting the group name.

1        23. The method of claim 22, wherein selecting an output  
2 destination further comprises selecting the output destination in response  
3 to a user prompt, wherein the user prompt automatically appears after the  
4 first electronic document is created.

1        24. A method of conveying electronic information to members of  
2 a defined group using a handheld computer, the method comprising:  
3                creating a distribution group including a plurality of  
4 recipients;  
5                generating a first electronic file, the file including common  
6 information to be sent to at least one of the plurality of recipients;  
7                choosing a first recipient from the plurality of recipients in  
8 response to a user prompt;  
9                entering a first customized set of information in the  
10 electronic file tailored to the first recipient; and  
11                sending the common information and the first customized set  
12 of information to the first recipient.

1        25. The method of claim 24, further comprising:  
2                choosing a second recipient from the plurality of recipients in  
3 response to a user prompt;  
4                entering a second customized set of information in a second  
5 electronic file tailored to the second recipient; and  
6                sending the common information and the second customized  
7 set of information to the second recipient.

1        26. The method of claim 24, wherein the common information is  
2 stored in the dynamic memory of a handheld computer.

1        27. The method of claim 24, wherein the first and second  
2 electronic files are electronic mail messages.

1        28. The method of claim 24, wherein the first and second  
2 electronic files are text document files.

1        29. The method of claim 24, wherein the common information  
2 includes electronic text.

1        30. The method of claim 24, wherein the common information  
2 includes at least one electronic file attachment, and the electronic file  
3 attachment is at least one of an audio file, a video file, a spreadsheet file,  
4 a database file, a presentation file, and a text document file.

1        31. The method of claim 24, wherein the first customized set of  
2 information includes electronic text.

1        32. A handheld computer, comprising:  
2            a processor;  
3            a display coupled to the processor;  
4            a memory coupled to the processor; and  
5            a program running on the processor, the program configured  
6            to enable a user to create an electronic template document having a first  
7            set of information, the program configured to automatically transfer the  
8            first set of information into at least one destination-specific document, the  
9            program enabling the entry of destination-specific information into the at  
10            least one destination-specific document.

1       33. The handheld computer of claim 32, wherein the electronic  
2 template document is an electronic mail message.

1       34. The handheld computer of claim 32, wherein the first set of  
2 information includes electronic text.

1       35. The handheld computer of claim 32, wherein the first set of  
2 information includes an electronic file.

1       36. The handheld computer of claim 35, wherein the electronic  
2 file is at least one of an audio file, a video file, a spreadsheet file, a  
3 database file, a presentation file, and a text document file.

1       37. The handheld computer of claim 32, wherein the program is  
2 further configured to enable a user to send the destination-specific  
3 document to a remote location.

1       38. The handheld computer of claim 32, wherein the remote  
2 location is another handheld computer.